ST/SGB/1998/8

Staff Regulations

United Nations • New York, 1998

SECRETARY-GENERAL'S BULLETIN

STAFF REGULATIONS

The Secretary-General promulgates the following, with respect to the Staff Regulations of the United Nations, established by the General Assembly according to Article 101 of the Charter of the United Nations:

1. By its resolution 52/216 of 22 December 1997, the General Assembly approved, with effect from 1 March 1998, the revised base scale of gross and net salaries for staff in the Professional and higher categories contained in annex I to the Staff Regulations, and the consequential amendment to staff regulation 3.3 (b) (i).

2. The revised text of the Staff Regulations is attached to the present bulletin. The new text is effective as from 1 March 1998.

3. The present bulletin supersedes the following Secretary-General's bulletins:

(a) ST/SGB/Staff Regulations/Rev.23 of 1 January 1995;

(b) ST/SGB/Staff Regulations/Rev.23/Amend.1 of 23 May 1995;

(c) ST/SGB/Staff Regulations/Rev.23/Amend.2 of 7 May 1997.

(Signed) Kofi A. ANNAN
Secretary-General

CHARTER OF THE UNITED NATIONS

Provisions relating to service of the staff

Article 8

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any Government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staffs shall be permanently assigned to the Economic and Social Council, the Trusteeship Council, and, as required, to other organs of the United Nations. These staffs shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1 and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

Amendments to the Staff Regulations

The General Assembly established the Staff Regulations of the United Nations according to Article 101 of the Charter by resolution 590 (VI) of 2 February 1952 and amended them thereafter by resolutions 781 (VIII) and 782 (VIII) of 9 December 1953, resolution 882 (IX) of 14 December 1954, resolution 887 (IX) of 17 December 1954, resolution 974 (X) of 15 December 1955, resolution 1095 (XI) of 27 February 1957, resolutions 1225 (XII) and 1234 (XII) of 14 December 1957, resolution 1295 (XIII) of 5 December 1958, resolution 1658 (XVI) of 28 November 1961, resolution 1730 (XVI) of 20 December 1961, resolution 1929 (XVIII) of 11 December 1963, resolution 2050 (XX) of 13 December 1965, resolution 2121 (XX) of 21 December 1965, resolution 2369 (XXII) of 19 December 1967, resolutions 2481 (XXIII) and 2485 (XXIII) of 21 December 1968, resolution 2742 (XXV) of 17 December 1970, resolution 2888 (XXVI) of 21 December 1971, resolution 2990 (XXVII) of 15 December 1972, resolution 3008 (XXVII) of 18 December 1972, resolution 3194 (XXVIII) of 18 December 1973, resolutions 3353 (XXIX) and 3358 B (XXIX) of 18 December 1974, resolution 31/141 B of 17 December 1976, resolution 32/200 and decision 32/450 B of 21 December 1977, resolution 33/119 of 19 December 1978, decision 33/433 of 20 December 1978, resolution 35/214 of 17 December 1980, decision 36/459 of 18 December 1981, resolution 37/126 of 17 December 1982, resolution 37/235 C of 21 December 1982, resolution 39/69 of 13 December 1984, resolutions 39/236 and 39/245 of 18 December 1984, decision 40/467 of 18 December 1985, resolutions 41/207 and 41/209 of 11 December 1986, resolutions 42/221 and 42/225 of 21 December 1987, resolution 43/226 of 21 December 1988, resolution 44/185 of 19 December 1989, resolution 44/198 of 21 December 1989, resolutions 45/241 and 45/251 of 21 December 1990, resolution 45/259 of 3 May 1991, resolution 46/191 of 20 December 1991, resolution 47/216 of 12 March 1993, resolution 47/226 of 30 April 1993, resolutions 48/224 and 48/225 of 23 December 1993, resolutions 49/222 and 49/223 of 23 December 1994, resolution 49/241 of 6 April 1995, resolution 51/216 of 18 December 1996, resolution 52/216 of 22 December 1997 and resolution 52/225 of 4 February 1998.

CONTENTS

		Page
Scope and purpose		1
Article		
I.	Duties, obligations and privileges	1
II.	Classification of posts and staff	2
III.	Salaries and related allowances	2
IV.	Appointment and promotion	6
V.	Annual and special leave	7
VI.	Social security	7
VII.	Travel and removal expenses	8
VIII.	Staff relations	8
IX.	Separation from service	8
X.	Disciplinary measures	10
XI.	Appeals	10
XII.	General provisions	10
Annexes		
I.	Salary scales and related provisions	11
II.	Letters of appointment	14
III.	Termination indemnity	15
IV.	Repatriation grant	17

STAFF REGULATIONS OF THE UNITED NATIONS

Scope and purpose

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. The Secretary-General, as the chief administrative officer, shall provide and enforce such staff rules consistent with these principles as he considers necessary.

Article I

Duties, obligations and privileges

Regulation 1.1: Members of the Secretariat are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the United Nations only in view.

Regulation 1.2: Staff members are subject to the authority of the Secretary-General and to assignment by him to any of the activities or offices of the United Nations. They are responsible to him in the exercise of their functions. The whole time of staff members shall be at the disposal of the Secretary-General. The Secretary-General shall establish a normal working week.

Regulation 1.3: In the performance of their duties members of the Secretariat shall neither seek nor accept instructions from any Government or from any other authority external to the Organization.

Regulation 1.4: Members of the Secretariat shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and in particular any kind of public pronouncement that may adversely reflect on their status, or on the integrity, independence and impartiality that are required by that status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

Regulation 1.5: Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position that has not been made public, except in the course of their duties or by authorization of the Secretary-General. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat.

Regulation 1.6: No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government excepting for war service; nor shall a staff member accept any honour, decoration, favour, gift or remuneration from any source external to the Organization without first obtaining the approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of staff regulation 1.2 and with the individual's status as an international civil servant.

Regulation 1.7: Staff members may exercise the right to vote but shall not engage in any political activity that is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.

Regulation 1.8: The immunities and privileges attached to the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who enjoy them for non-performance of their private obligations or failure to observe laws and police regulations. In any case where these privileges and immunities arise, the staff member shall immediately report to the Secretary-General, with whom alone it rests to decide whether they shall be waived.

Regulation 1.9: Members of the Secretariat shall subscribe to the following oath or declaration:

> "I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other authority external to the Organization."

Regulation 1.10: The oath or declaration shall be made orally by the Secretary-General at a public meeting of the General Assembly. All other members of the Secretariat shall make the oath or declaration before the Secretary-General or his authorized representative.

Article II

Classification of posts and staff

Regulation 2.1: In conformity with principles laid down by the General Assembly, the Secretary-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

Article III

Salaries and related allowances

Regulation 3.1: Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present Regulations.

Regulation 3.2: (a) The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member residing and serving outside his or her recognized home country whose dependent child is in full-time attendance at a school, university or similar educational institution of a type that will, in the opinion of the Secretary-General, facilitate the child's reassimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall

be 75 per cent of the admissible educational expenses actually incurred, subject to a maximum grant as approved by the General Assembly. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that in the case of staff members serving at designated duty stations where schools do not exist that provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Secretary-General but not in an amount exceeding the cost of such a journey between the home country and the duty station;

(b) The Secretary-General shall also establish terms and conditions under which, at designated duty stations, an additional amount of 100 per cent of boarding costs subject to a maximum amount per year as approved by the General Assembly may be paid in respect of children in school attendance at the primary and secondary levels;

(c) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his or her own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own;

(d) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 100 per cent of the education expenses actually incurred, up to a maximum amount approved by the General Assembly;

(e) The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

Regulation 3.3: (a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and emoluments of staff members engaged at locality rates;

(b) (i) The assessment shall be calculated at the following rates for staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Assessment

Total assessable payments (United States dollars)	Staff assessment rates for purposes of pensionable remuneration and pensions (percentage)
Up to 20 000 per year	11
20 001 to 40 000 per year	18
40 001 to 60 000 per year	25
60 001 and above per year	30

Total assessable payments (United States dollars)	Staff assessment rates used in conjunction with gross base salaries (percentage)	
	Staff member with a dependent spouse or a dependent child	Staff member with neither a dependent spouse nor a dependent child
First 15 000 per year	9.0	11.8
Next 5 000 per year	18.1	24.5
Next 5 000 per year	21.5	27.0
Next 5 000 per year	24.9	31.5
Next 5 000 per year	27.5	33.4
Next 10 000 per year	30.1	35.7
Next 10 000 per year	31.8	38.2
Next 10 000 per year	33.5	38.8
Next 10 000 per year	34.4	39.8
Next 15 000 per year	35.3	40.8
Next 20 000 per year	36.1	44.2
Remaining assessable payments	37.0	47.4

(ii) The assessment shall be calculated at the following rates for staff members whose salary rates are established under paragraph 7 of annex I to the present Regulations:

Total assessable payments (United States dollars)	Assessment (percentage)
Up to 20 000 per year	19
20 001 to 40 000 per year	23
40 001 to 60 000 per year	26
60 001 and above per year	31

(iii) The Secretary-General shall determine which of the scales of assessment set out in subparagraphs (i) and (ii) above shall apply to each of the groups of personnel whose salary rates are established under paragraph 5 of annex I to the present Regulations;

(iv) In the case of staff members whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment applies shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff member concerned are approved;

(c) In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him or her;

(d) The assessment computed under the foregoing provisions of the present regulation shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year;

(e) Revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X);

(f) Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him or her by the United Nations, the Secretary-General is authorized to refund to him or her the amount of staff assessment collected from him or her provided that:

(i) The amount of such refund shall in no case exceed the amount of his or her income taxes paid and payable in respect of his or her United Nations income;

(ii) If the amount of such income taxes exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess;

(iii) Payments made in accordance with the provisions of the present regulation shall be charged to the Tax Equalization Fund;

(iv) A payment under the conditions prescribed in the three preceding subparagraphs is authorized in respect of dependency benefits and post adjustments, which are not subject to staff assessment but may be subject to national income taxation.

Regulation 3.4: (a) Staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations shall be entitled to receive dependency allowances for a dependent child, for a disabled child and for a secondary dependant at rates approved by the General Assembly as follows:

(i) The staff member shall receive an allowance for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3;

(ii) The staff member shall receive a special allowance for each disabled child. However, if the staff member has no dependent spouse and is entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3 in respect of a disabled child, the allowance shall be the same as the allowance for a dependent child in (i) above;

(iii) Where there is no dependent spouse, a single annual allowance shall be paid for a secondary dependant in respect of either a dependent parent, a dependent brother or a dependent sister;

(b) If both husband and wife are staff members, one may claim, for dependent children, under subparagraph (a) (i) and (ii) above, in which case the other may claim only under subparagraph (a) (iii) above, if otherwise entitled;

(c) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Secretary-General shall prescribe conditions under which the dependency allowance for a child specified in subparagraph (a) (i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his or her spouse under applicable laws amount to less than such a dependency allowance;

(d) Staff members whose salary rates are set by the Secretary-General under paragraph 5 or paragraph 6 of annex I to the present Regulations shall be entitled to receive dependency allowances at rates and under conditions determined by the Secretary-General, due regard being given to the circumstances in the locality in which the office is located;

(e) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for dependency allowances shall be made each year.

Article IV

Appointment and promotion

Regulation 4.1: As stated in Article 101 of the Charter, the power of appointment of staff members rests with the Secretary-General. Upon appointment each staff member, including a staff member on secondment from government service, shall receive a letter of appointment in accordance with the provisions of annex II to the present Regulations and signed by the Secretary-General or by an official in the name of the Secretary-General.

Regulation 4.2: The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Regulation 4.3: In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

Regulation 4.4: Subject to the provisions of Article 101, paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply, on a reciprocal basis, to the specialized agencies brought into relationship with the United Nations.

Regulation 4.5: (a) Appointment of Under-Secretaries-General and of Assistant Secretaries-General shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with the present Regulations as the Secretary-General may prescribe;

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases the Secretary-General may extend the probationary period for not more than one additional year.

Regulation 4.6: The Secretary-General shall establish appropriate medical standards that staff members shall be required to meet before appointment.

Article V

Annual and special leave

Regulation 5.1: Staff members shall be allowed appropriate annual leave.

Regulation 5.2: Special leave may be authorized by the Secretary-General in exceptional cases.

Regulation 5.3: Eligible staff members shall be granted home leave once in every two years. However, in the case of designated duty stations having very difficult conditions of life and work, eligible staff members shall be granted home leave once in every twelve months. A staff member whose home country is either the country of his or her official duty station or the country of his or her normal residence while in United Nations service shall not be eligible for home leave.

Article VI

Social security

Regulation 6.1: Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

Regulation 6.2: The Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the United Nations.

Article VII

Travel and removal expenses

Regulation 7.1: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall in appropriate cases pay the travel expenses of staff members, their spouses and dependent children.

Regulation 7.2: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.

Article VIII

Staff relations

Regulation 8.1: (a) The Secretary-General shall establish and maintain continuous contact and communication with the staff in order to ensure the effective participation of the staff in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies;

(b) Staff representative bodies shall be established and shall be entitled to initiate proposals to the Secretary-General for the purpose set forth in subparagraph (a) above. They shall be organized in such a way as to afford equitable representation to all staff members, by means of elections that shall take place at least biennially under electoral regulations drawn up by the respective staff representative body and agreed to by the Secretary-General;

(c) Cancelled.

Regulation 8.2: The Secretary-General shall establish joint staff/management machinery at both local and Secretariat-wide levels to advise him regarding personnel policies and general questions of staff welfare as provided in regulation 8.1.

Article IX

Separation from service

Regulation 9.1: (a) The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been completed, if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he or she is, for reasons of health, incapacitated for further service;

The Secretary-General may also, giving his reasons therefor, terminate the appointment of a staff member who holds a permanent appointment:

(i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by Article 101, paragraph 3, of the Charter;

(ii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light that, if they had been known at the time of his appointment, should, under the standards established in the Charter, have precluded his appointment;

No termination under subparagraphs (i) and (ii) shall take place until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Secretary-General;

Finally, the Secretary-General may terminate the appointment of a staff member who holds a permanent appointment if such action would be in the interest of the good administration of the Organization and in accordance with the standards of the Charter, provided that the action is not contested by the staff member concerned;

(b) The Secretary-General may terminate the appointment of a staff member with a fixed-term appointment prior to the expiration date for any of the reasons specified in subparagraph (a) above, or for such other reason as may be specified in the letter of appointment;

(c) In the case of all other staff members, including staff members serving a probationary period for a permanent appointment, the Secretary-General may at any time terminate the appointment if, in his opinion, such action would be in the interest of the United Nations.

Regulation 9.2: Staff members may resign from the Secretariat upon giving the Secretary-General the notice required under the terms of their appointment.

Regulation 9.3: (a) If the Secretary-General terminates an appointment the staff member shall be given such notice and such indemnity payment as may be applicable under the Staff Regulations and Staff Rules. Payments of termination indemnity shall be made by the Secretary-General in accordance with the rates and conditions specified in annex III to the present Regulations;

(b) The Secretary-General may, where the circumstances warrant and he considers it justified, pay to a staff member terminated under the final paragraph of staff regulation 9.1 (a) a termination indemnity payment not more than 50 per cent higher than that which would otherwise be payable under the Staff Regulations.

Regulation 9.4: The Secretary-General shall establish a scheme for the payment of repatriation grants within the maximum rates and under the conditions specified in annex IV to the present Regulations.

Regulation 9.5: Staff members shall not be retained in active service beyond the age of sixty years or, if appointed on or after 1 January 1990, beyond the age of sixty-two years. The Secretary-General may, in the interest of the Organization, extend this age limit in exceptional cases.

Article X

Disciplinary measures

Regulation 10.1: The Secretary-General may establish administrative machinery with staff participation which will be available to advise him in disciplinary cases.

Regulation 10.2: The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory.

He may summarily dismiss a member of the staff for serious misconduct.

Article XI

Appeals

Regulation 11.1: The Secretary-General shall establish administrative machinery with staff participation to advise him in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules.

Regulation 11.2: The United Nations Administrative Tribunal shall, under conditions prescribed in its statute, hear and pass judgement upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

Article XII

General provisions

Regulation 12.1: The present Regulations may be supplemented or amended by the General Assembly, without prejudice to the acquired rights of staff members.

Regulation 12.2: Such staff rules and amendments as the Secretary-General may make to implement the present Regulations shall be provisional until the requirements of regulations 12.3 and 12.4 below have been met.

Regulation 12.3: The full text of provisional staff rules and amendments shall be reported annually to the General Assembly. Should the Assembly find that a provisional rule and/or amendment is inconsistent with the intent and purpose of the Regulations, it may direct that the rule and/or amendment be withdrawn or modified.

Regulation 12.4: The provisional rules and amendments reported by the Secretary-General, taking into account such modifications and/or deletions that may be directed by the General Assembly, shall enter into full force and effect on 1 January following the year in which the report is made to the Assembly.

Regulation 12.5: Staff rules shall not give rise to acquired rights within the meaning of regulation 12.1 while they are provisional.

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. The Secretary-General shall establish the salary of the Administrator of the United Nations Development Programme and the salaries of United Nations officials in the Director category and above, in accordance with amounts determined by the General Assembly, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally. With effect from 1 January 1998, the Administrator of the United Nations Development Programme shall receive a gross salary of US$ 175,344 per annum.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to United Nations officials in the Director category and above to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. Similar additional payments in similar circumstances may be made to heads of offices away from Headquarters. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 5 of the present annex, the salary scales and the scales of post adjustment for staff members in the Professional and higher categories shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments above step XI of the Associate Officer level, step XIII of the Second Officer level, step XII of the First Officer level, step X of the Senior Officer level and step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for short-term missions, conference and other short-term service, to consultants, to Field Service personnel and to technical assistance experts.

6. The Secretary-General shall fix the salary scales for staff members in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations Office concerned, provided that the Secretary-General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident allowance to General Service staff members recruited from outside the local area. The gross pensionable remuneration of such staff shall be determined in accordance with the methodology specified in article 54 (a) of the Regulations of the United Nations Joint Staff Pension Fund and are shown in the salary scales applicable to such staff.

7. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

8. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.

9. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

SALARY SCALE FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE*

Annual gross salaries and net equivalents after application of staff assessment

Effective 1 March 1998

(United States dollars)

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	Gross	147 420														
	Net D	102 130														
	Net S	91 883														
Assistant Secretary-General																
ASG	Gross	133 994														
	Net D	93 671														
	Net S	84 821														
Director																
D-2	Gross	109 741	112 164	114 591	117 016	119 442	121 869									
	Net D	78 390	79 919	81 447	82 975	84 504	86 032									
	Net S	72 056	73 338	74 615	75 890	77 167	78 443									
Principal Officer																
D-1	Gross	97 119	99 168	101 216	103 261	105 310	107 358	109 407	111 476	113 552						
	Net D	70 324	71 633	72 942	74 249	75 558	76 867	78 176	79 485	80 793						
	Net S	65 012	66 156	67 299	68 440	69 583	70 726	71 869	72 976	74 068						
Senior Officer																
P-5	Gross	85 685	87 516	89 347	91 192	93 046	94 898	96 751	98 605	100 457	102 310	104 164	106 016	107 869		
	Net D	62 983	64 168	65 352	66 537	67 721	68 905	70 089	71 274	72 457	73 641	74 826	76 009	77 194		
	Net S	58 486	59 570	60 653	61 705	62 740	63 773	64 807	65 842	66 875	67 909	68 944	69 977	71 011		
First Officer																
P-4	Gross	70 619	72 382	74 141	75 913	77 700	79 483	81 269	83 054	84 839	86 623	88 406	90 197	92 003	93 811	95 619
	Net D	53 196	54 353	55 507	56 660	57 817	58 971	60 126	61 281	62 436	63 590	64 744	65 901	67 055	68 210	69 365
	Net S	49 523	50 584	51 643	52 700	53 758	54 814	55 871	56 928	57 985	59 041	60 096	61 150	62 158	63 166	64 175
Second Officer																
P-3	Gross	57 720	59 351	60 984	62 613	64 246	65 889	67 542	69 197	70 851	72 506	74 159	75 824	77 500	79 176	80 854
	Net D	44 669	45 754	46 839	47 923	49 008	50 093	51 178	52 263	53 348	54 434	55 518	56 603	57 687	58 772	59 858
	Net S	41 685	42 683	43 682	44 679	45 678	46 675	47 670	48 667	49 662	50 658	51 654	52 648	53 640	54 632	55 626
Associate Officer																
P-2	Gross	46 458	47 883	49 305	50 728	52 149	53 572	54 996	56 453	57 915	59 372	60 830	62 291			
	Net D	37 035	38 006	38 976	39 946	40 916	41 886	42 857	43 826	44 798	45 768	46 737	47 709			
	Net S	34 741	35 622	36 500	37 380	38 258	39 138	40 017	40 909	41 804	42 696	43 588	44 482			
Assistant Officer																
P-1	Gross	35 382	36 718	38 051	39 386	40 719	42 052	43 388	44 722	46 081	47 449					
	Net D	29 317	30 251	31 183	32 116	33 048	33 979	34 914	35 845	36 777	37 710					
	Net S	27 655	28 515	29 372	30 230	31 087	31 944	32 804	33 661	34 508	35 353					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

* = This scale will be implemented in conjunction with a consolidation of 3.1 per cent of post adjustment. There will be consequential adjustments in the post adjustment indices and multipliers at all duty stations, effective 1 March 1998. Thereafter, changes in post adjustment classifications will be effected on the basis of the movements of the consolidated post adjustment indices.

Annex II

LETTERS OF APPOINTMENT

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his or her duties;

(iv) The period of appointment, the notice required to terminate it and period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments, and the maximum attainable;

(vi) Any special conditions which may be applicable;

(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules;

(c) The letter of appointment of a staff member on secondment from government service signed by the staff member and by or on behalf of the Secretary-General, and relevant supporting documentation of the terms and conditions of secondment agreed to by the Member State and the staff member, shall be evidence of the existence and validity of secondment from government service to the Organization for the period stated in the letter of appointment.

Annex III

TERMINATION INDEMNITY

Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:

(a) Except as provided in paragraphs (b), (c) and (e) below and in regulation 9.3 (b), the termination indemnity shall be paid in accordance with the following schedule:

Completed years of service	Months of gross salary, less staff assessment, where applicable[a] or Months of pensionable remuneration less staff assessment, where applicable[b]		
	Permanent appointments	Temporary appointments which are not for a fixed term	Temporary appointments for a fixed term exceeding six months
Less than 1	Not applicable	Nil)	One week for each month
1	Not applicable	1)	of uncompleted service
2	3	1)	subject to a minimum of
3	3	2)	six weeks' and a
4	4	3)	maximum of three months'
5	5	4)	indemnity pay
6	6	5	3
7	7	6	5
8	8	7	7
9	9	9	9
10	9.5	9.5	9.5
11	10	10	10
12	10.5	10.5	10.5
13	11	11	11
14	11.5	11.5	11.5
15 or more	12	12	12

[a] For staff in the Professional and higher categories and in the Field Service category.

[b] For staff in the General Service and related categories.

(b) A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to the indemnity provided under paragraph (a) of the present annex reduced by the amount of any disability benefit that the staff member may receive under the Regulations of the United Nations Joint Staff Pension Fund for the number of months to which the indemnity rate corresponds;

(c) A staff member whose appointment is terminated for unsatisfactory services or who for disciplinary reasons is dismissed for misconduct other than by summary dismissal may be paid, at the discretion of the Secretary-General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) of the present annex;

(d) No indemnity payments shall be made to:

A staff member who resigns, except where termination notice has been given and the termination date agreed upon;

A staff member who has a temporary appointment that is not for a fixed term and that is terminated during the first year of service;

A staff member who has a temporary appointment for a fixed term that is completed on the expiration date specified in the letter of appointment;

A staff member who is summarily dismissed;

A staff member who abandons his or her post;

A staff member who is retired under the Regulations of the United Nations Joint Staff Pension Fund;

(e) Staff members specifically engaged for conference and other short-term service or for service with a mission, as consultants or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General.

Years of continuous service away from home country	Staff member with a spouse or dependent child at time of separation	Staff member with neither a spouse nor dependent child at time of separation	
		Professional and higher categories	General Service category
	Weeks of gross salary, less staff assessment, where applicable[a] or Weeks of pensionable remuneration less staff assessment, where applicable[b]		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

[a] For staff in the Professional and higher categories and in the Field Service category.

[b] For staff in the General Service and related categories.

UNITED
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Secretariat

ST/SGB/1998/9
27 April 1998

SECRETARY-GENERAL'S BULLETIN

ORGANIZATION OF THE OFFICE OF THE UNITED NATIONS
HIGH COMMISSIONER FOR REFUGEES

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purposes of establishing the organizational structure of the Office of the United Nations High Commissioner for Refugees, promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations". The Office of the United Nations High Commissioner for Refugees is also governed by a Statute adopted by the General Assembly (resolution 428 (V), annex).

Section 2

Functions and organization

2.1 The Office of the United Nations High Commissioner for Refugees (UNHCR):[1]

[1] The Office of the United Nations High Commissioner for Refugees (UNHCR) was established by the General Assembly in its resolution 319 A (IV) of 3 December 1949 and its Statute was approved by the Assembly in resolution 428 (V) of 14 December 1950. Subsequent resolutions of the General Assembly, the Economic and Social Council and decisions and conclusions of the Executive Committee of UNHCR have extended the mandate of the High Commissioner to other groups whose situation and needs are analogous in important respects to those of refugees. According to the Statute, the activities of the Office, with the exception of administrative expenditure relating to the functioning of the

(a) Provides international protection to refugees and seeks permanent solutions to their problems (General Assembly resolution 428 (V), annex, paras. 1 and 8);

(b) Provides assistance to persons repatriating, as well as, if necessary, monitoring their safety and well-being on return (General Assembly resolution 40/118);

(c) Provides humanitarian assistance and protection to persons of concern to the United Nations High Commissioner for Refugees (General Assembly resolution 832 (IX));

(d) Provides, on the basis of specific requests from the Secretary-General or the competent principal organs of the United Nations, and with the consent of the State concerned, humanitarian assistance and protection to internally displaced persons (General Assembly resolution 48/116);

(e) Contributes as a member of the Inter-Agency Standing Committee to the provision, in complex emergencies, of humanitarian assistance coordinated by the United Nations Emergency Relief Coordinator (General Assembly resolution 46/182).

2.2 The Office of the United Nations High Commissioner for Refugees is divided into organizational units, as described in the present bulletin. In addition, UNHCR operates in the field, covering some 295 offices in 121 countries.

2.3 The Office of the United Nations High Commissioner for Refugees is headed by the High Commissioner, who is assisted by a Deputy High Commissioner and an Assistant High Commissioner. The High Commissioner and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

High Commissioner for Refugees

3.1 The responsibilities, authority and accountability of the High Commissioner are those set out in the Statute of the Office. The High Commissioner is accountable to the Secretary-General for the administration of the Office.

Office, which are to be covered by the United Nations regular budget, shall be financed by voluntary contributions.

An Executive Committee of the Programme of the United Nations High Commissioner for Refugees was established pursuant to General Assembly resolution 1166 (XII) of 26 November 1957 to advise the High Commissioner in the exercise of his/her functions and to approve the use of voluntary funds made available to the High Commissioner. The Executive Committee currently consists of 53 member States.

3.2 The High Commissioner reports annually to the General Assembly through the Economic and Social Council; the High Commissioner is also entitled to present his or her views before the General Assembly, the Economic and Social Council and their subsidiary bodies (Statute, para. 11). The High Commissioner is bound by policy directives given him or her by the General Assembly and the Economic and Social Council (Statute, para. 3). Moreover, the High Commissioner and the Secretary-General are to make appropriate arrangements for liaison and consultation on matters of mutual interest (Statute, para. 17).

Section 4

Deputy High Commissioner and Assistant High Commissioner

4.1 The Deputy High Commissioner assists the High Commissioner in the discharge of his or her responsibilities, especially in the areas of administration and management. In the absence of the High Commissioner, the Deputy High Commissioner is responsible for the Office. The Deputy High Commissioner is accountable to the High Commissioner.

4.2 The Assistant High Commissioner assists the High Commissioner in the discharge of his or her responsibilities, especially in the areas of strategic policy and operations. In the absence of both the High Commissioner and the Deputy High Commissioner, the Assistant High Commissioner is responsible for the Office. The Assistant High Commissioner is accountable to the High Commissioner.

Section 5

Executive Office of the High Commissioner

5.1 The Chief of the Executive Office of the High Commissioner is accountable to the High Commissioner.

5.2 The core functions of the Office are as follows:

(a) Keeping the High Commissioner informed on matters requiring his or her attention;

(b) Conveying decisions taken by and other appropriate information from the High Commissioner to units outside the Executive Office;

(c) Servicing the Senior Management Committee;

(d) Preparing the High Commissioner's speeches;

(e) Managing the High Commissioner's correspondence.

Section 6

Liaison Office of the Office of the United Nations High Commissioner for Refugees, United Nations Headquarters

6.1 The UNHCR Liaison Office, United Nations Headquarters, is headed by a Director who is accountable to the High Commissioner.

6.2 The core functions of the Liaison Office are as follows:

(a) Representing UNHCR interests and promoting its objectives at United Nations Headquarters and with the United Nations organizations based in New York;

(b) Informing UNHCR headquarters of developments of concern to UNHCR in the legislative and other organs and organizations of the United Nations and within the diplomatic community in New York and providing advice and making recommendations, as appropriate, in the light of those developments;

(c) Coordinating UNHCR contacts with the United Nations Secretariat and other United Nations funds and programmes based in New York.

Section 7

Division of International Protection

7.1 The Division of International Protection, which consists of the Director's Office, the Standards and Legal Advice Section, the Promotion of Refugee Law Unit, the Protection Training and Support Section and the Resettlement and Special Cases Section, is headed by a Director who is accountable to the High Commissioner.

7.2 The core functions of the Division are as follows:

(a) Development, formulation and promulgation of international protection standards and norms;

(b) Ensuring worldwide consistency of approach to protection issues;

(c) Promotion of refugee law and advocacy;

(d) Providing advice in the formulation of strategic and operations policy;

(e) Providing support for protection activities in operations.

Section 8

Inspection and Evaluation Service

8.1 The Inspection and Evaluation Service is headed by a Director, the Inspector, who is accountable to the High Commissioner.

8.2 The core functions of the Service are as follows:

(a) Carrying out comprehensive inspections of UNHCR operations, reviewing those factors, both internal and external, essential to effective management and achievement of organizational objectives;

(b) Undertaking evaluations of operational policies, country operations and regional activities;

(c) Ensuring effective liaison and coordination with the Office of Internal Oversight Services;

(d) Servicing the UNHCR Oversight Committee.

Section 9

Centre for Documentation and Research

9.1 The Centre for Documentation and Research consists of the Policy Research Unit and the Documentation and Information Management Unit. The Head of the Centre is accountable to the High Commissioner through the Assistant High Commissioner.

9.2 The core functions of the Centre are as follows:

(a) Reflecting on and reviewing UNHCR policies on issues directly relevant to the efficient execution of the Office's mandate;

(b) Developing a cooperative framework with the external research community;

(c) Producing the publication The State of the World's Refugees;

(d) Developing and maintaining an authoritative collection of literature and legal and country of origin information relevant to the work of the Office.

Section 10

Public Information Section

10.1 The Public Information Section is headed by a Chief who is accountable to the High Commissioner through the Chief of the Executive Office of the High Commissioner.

10.2 The core functions of the Section are as follows:

(a) Representing the views of the High Commissioner to the media;

(b) Promoting positive and constructive relations with the media and ensuring a consistent and coherent approach in representation of UNHCR to the media;

(c) Promoting public awareness of the plight of refugees and of the aims and activities of UNHCR and generating political, moral and financial support for UNHCR and the refugees it serves through a variety of public information/public affairs activities.

Section 11

Inter-Organization Affairs and Secretariat Service

11.1 The Head of the Inter-Organization Affairs and Secretariat Service is accountable to the High Commissioner through the Deputy High Commissioner. The Head of the Service also serves as the Secretary of the Executive Committee.

11.2 The core functions of the Service are as follows:

(a) Maintaining relations with other intergovernmental organizations;

(b) Liaison with the Office of the Emergency Relief Coordinator and providing support to the UNHCR Liaison Office, United Nations Headquarters;

(c) Monitoring developments in relevant intergovernmental governing bodies;

(d) Servicing the Executive Committee of the High Commissioner's Programme and its Standing Committee.

Section 12

Operations bureaux

12.1 UNHCR has eight operations bureaux, which manage field activities. Five are headquarters-based (Europe; Americas; Central, East and West Africa; Asia and the Pacific; and Central Asia, South-West Asia, North Africa and Middle East) and three are field-based (Great Lakes of Africa; southern Africa; and former Yugoslavia). Each bureau is headed by a Director who is accountable to the High Commissioner through the Assistant High Commissioner.

12.2 The core functions of an operations bureau, in relation to its geographical area, are as follows:

(a) Advising the High Commissioner on the measures necessary to ensure protection and assistance for refugees and to find durable solutions;

(b) Developing, together with the UNHCR representatives in the field and in coordination with the relevant entities at headquarters, the measures necessary to achieve UNHCR field objectives;

(c) Providing direction, policy guidance and support to representatives in the field and ensuring that their views are presented correctly at headquarters.

Section 13

Field representation

13.1 Each UNHCR country-level office is headed by the High Commissioner's representative (Statute, para. 16). The Representative acts on behalf of the High Commissioner in all aspects of UNHCR activities in the country(ies) to which he or she is accredited. The representative is accountable to the High Commissioner through the Director of the pertinent operations bureau.

13.2 The core functions of a representative are as follows:

(a) Promoting UNHCR objectives and maintaining relations with the Government, diplomatic missions, United Nations agencies, other intergovernmental organizations, non-governmental organizations and the media;

(b) Ensuring the protection of persons of concern to UNHCR through the Government's observance of the universally recognized principles of refugee protection and promoting accession to and, where applicable, compliance with the relevant international refugee instruments;

(c) Promoting durable solutions for persons of concern to UNHCR;

(d) Providing headquarters with comments on political, legal, social and economic developments in the countries to which he or she is accredited that are relevant to the work of UNHCR and assisting the High Commissioner in the formulation of policies concerning those countries.

Section 14

Division of Human Resources Management

14.1 The Division of Human Resources Management, which consists of the Director's Office, the Staff Services Section, the Recruitment and Vacancy Management Section, the Staff Development Section, the Field Staff Safety Section, the Policy and Planning Section, the Post Classification and Documentation Section, the Staff Welfare Unit and the Performance Management Unit, is headed by a Director who is accountable to the High Commissioner through the Deputy High Commissioner.

14.2 The core functions of the Division are as follows:

(a) Advising and assisting the High Commissioner in the formulation of personnel policies and management practices required to provide UNHCR with the necessary human resources;

(b) Directing the development and implementation of those policies and practices;

(c) Ensuring the application of the Staff Regulations and Rules of the United Nations and other relevant United Nations instructions relating to personnel matters;

(d) Assisting the High Commissioner in the optimum use of UNHCR human resources, inter alia, through the implementation of the UNHCR career management system;

(e) Advising, in consultation with the United Nations Security Coordinator, the High Commissioner on the security of UNHCR staff.

Section 15

Division of Operational Support

15.1 The Division of Operational Support, which consists of the Director's Office, the Funding and Donor Relations Service, the Programme Coordination Section, the Programme and Technical Support Section, the Supply and Transport Section and the Emergency Preparedness and Response Section, is headed by a Director who is accountable to the High Commissioner through the Deputy High Commissioner.

15.2 The core functions of the Division are as follows:

(a) Mobilization of the necessary financial and material resources in support of UNHCR activities;

(b) Provision of the necessary programme design and professional/technical support and the development of policies, standards, guidelines and operational arrangements;

(c) Ensuring overall programme coordination, including supporting and servicing the overall resource allocation function, monitoring/control and reporting.

Section 16

Division of Financial and Information Services

16.1 The Division of Financial and Information Services, which consists of the Controller's Office, Financial Services, the Information and Communication

Systems Section, the Archives, Records and Communications Unit, the Administration Unit and the Building Services Management Unit, is headed by a Director who is accountable to the High Commissioner through the Deputy High Commissioner.

16.2 The core functions of the Division are as follows:

(a) Advising and assisting the High Commissioner in the formulation of financial and budgetary policies;

(b) Ensuring proper arrangements for and financial and budgetary control of the collection, safe custody, investment, obligation, allocation and disbursement of all UNHCR funds;

(c) Developing and maintaining information systems that serve the entire organization;

(d) Ensuring control and effective management of assets, information and communication systems;

(e) Financial monitoring and analysis of and reporting on all UNHCR budgets and UNHCR post levels.

Section 17

Final provisions

17.1 The present bulletin shall enter into force on 1 June 1998.

17.2 Secretary-General's bulletin of 7 June 1996, entitled "Functions and organization of the Office of the United Nations High Commissioner for Refugees" (ST/SGB/Organization, section UNHCR), is hereby abolished.

(Signed) Kofi A. ANNAN
Secretary-General

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Secretariat

ST/SGB/1998/10
20 May 1998

SECRETARY-GENERAL'S BULLETIN

ORGANIZATION OF THE DEPARTMENT FOR DISARMAMENT AFFAIRS

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Department for Disarmament Affairs, promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2

Functions and organization

2.1 The Department for Disarmament Affairs:

(a) Advises and assists the Secretary-General in the discharge of his or her responsibilities under the Charter of the United Nations and mandates given by the General Assembly, the Security Council and other legislative organs of the United Nations system on disarmament and related security matters, and represents him or her as required;

(b) Advises and assists the Secretary-General in the discharge of the substantive responsibilities entrusted to him or her by multilateral disarmament agreements, including those related to compliance;

(c) Monitors and analyses developments and trends in the field of disarmament;

(d) Supports the review and effective implementation of existing disarmament agreements;

(e) Assists Member States in multilateral disarmament negotiation and deliberation activities towards the creation of disarmament norms and agreements;

(f) Provides substantive support to conferences and meetings of States parties to multilateral disarmament agreements;

(g) Provides substantive and administrative support to the Conference on Disarmament and its subsidiary bodies;

(h) Provides substantive and administrative support to expert groups appointed by the Secretary-General pursuant to requests of the General Assembly and other legislative organs of the United Nations system;

(i) Promotes the goal of nuclear disarmament with a view to progressive reductions in nuclear weapons and their complete elimination at the earliest possible date;

(j) Supports and participates in multilateral efforts to strengthen non-proliferation of weapons of mass destruction, including with regard to the problems of non-State actors and terrorist groups, and in that connection cooperates with relevant intergovernmental organizations and specialized agencies within the United Nations system;

(k) Promotes and supports disarmament efforts in the field of conventional weapons, including landmines, particularly with regard to curbing the proliferation of small arms and light weapons, and provides substantive support and expertise for the establishment of regional moratoriums on the acquisition, production and transfer of small arms and other conventional weapons;

(l) Provides substantive expertise regarding disarmament and confidence-building measures in the conflict-prevention and post-conflict peace-building efforts of the United Nations system, including practical disarmament;

(m) Supports the development and participates in the implementation of practical disarmament measures at the request of Member States;

(n) Promotes openness and transparency in military matters, verification, confidence-building measures and regional approaches to disarmament;

(o) Maintains an information programme, including a disarmament database, monitors developments and trends in the field of disarmament and disseminates information electronically as well as through publications and other outreach activities;

(p) Interacts with non-governmental organizations, academic institutions such as universities, colleges and research institutes, individuals active in the field of disarmament and the general public, and cooperates with organizations of the United Nations system, including the United Nations

Institute for Disarmament Research and other intergovernmental organizations, including the International Atomic Energy Agency;

(q) Administers the United Nations disarmament fellowship, training and advisory services programme.

2.2 The Department is divided into organizational units as described in the present bulletin.

2.3 The Department is headed by the Under-Secretary-General for Disarmament Affairs. The Under-Secretary-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

Under-Secretary-General for Disarmament Affairs

3.1 The Under-Secretary-General for Disarmament Affairs is accountable to the Secretary-General.

3.2 The Under-Secretary-General is responsible for all the activities of the Department for Disarmament Affairs as well as its administration; provides the Secretary-General with advice and support on all disarmament and related security matters; represents him or her in that respect as required; and provides authoritative analysis and assessment of developments in the field of disarmament and international security for policy guidance and decision-making purposes.

Section 4

Office of the Under-Secretary-General

4.1 The Office of the Under-Secretary-General is headed by a Chief who is accountable to the Under-Secretary-General.

4.2 The core functions of the Office are as follows:

(a) Monitoring the implementation of the work plan of the Department;

(b) Advising the Under-Secretary-General on departmental policies and guidelines and dealing with specific policy and management issues and problems;

(c) Preparing reports and notes on political and managerial issues for consideration by the Under-Secretary-General;

(d) Acting as a focal point for information on all aspects of the work of the Department;

(e) Coordinating interdepartmental activities and undertaking the necessary follow-up;

(f) Consulting, negotiating and coordinating with other departments, offices, funds and programmes on matters of mutual concern;

(g) Representing or arranging for representation of the Department at appropriate meetings;

(h) Overseeing the activities of the Administrative Office and assisting the Under-Secretary-General in monitoring the progress of and promoting economy and efficiency in the work of the Department.

Section 5

Director and Deputy to the Under-Secretary-General

The Under-Secretary-General for Disarmament Affairs, in the performance of his or her activities, is assisted by the Director, who acts as deputy in charge of the Department in his or her absence. The Director advises the Under-Secretary-General and makes recommendations on all substantive, organizational, administrative, personnel and budgetary matters. The Director is accountable to the Under-Secretary-General.

Section 6

Branches

There are five branches of the Department: the Conference on Disarmament Secretariat and Conference Support Branch (located at Geneva); the Weapons of Mass Destruction Branch; the Conventional Arms (including Practical Disarmament Measures) Branch; the Monitoring, Database and Information Branch; and the Regional Disarmament Branch (comprising Regional Activities and Regional Centres). Each branch is headed by a Chief who is accountable to the Under-Secretary-General through the Director and the Deputy Director.

Section 7

Conference on Disarmament Secretariat and Conference Support Branch (Geneva)

The core functions of the Conference on Disarmament Secretariat and Conference Support Branch (Geneva) are as follows:

(a) Providing secretariat, administrative and substantive support to the Conference on Disarmament and its subsidiary bodies in accordance with the Conference's rules and procedures;

(b) Assisting the Secretary-General of the Conference on Disarmament and Personal Representative of the Secretary-General in the performance of his or her functions;

(c) Preparing periodic political assessments on developments in the Conference on Disarmament on issues under negotiation;

(d) Preparing research papers, compilations and background papers for the successive presidents of the Conference on Disarmament;

(e) Preparing and maintaining the official records and other documentation of the Conference on Disarmament;

(f) Maintaining liaison with permanent missions in Geneva as well as with organizations of the United Nations system and non-governmental organizations in the European areas;

(g) Maintaining a reference library of documentation relating to disarmament and international security as well as of specialized literature on armaments and disarmament for use by permanent missions, delegations to the Conference on Disarmament, academic institutions, non-governmental organizations and the public in general;

(h) Providing secretariat, administrative and substantive support to conferences and meetings of multilateral disarmament agreements held in Europe, as required;

(i) Overseeing the implementation of the United Nations disarmament fellowship, training and advisory services programme.

Section 8

Weapons of Mass Destruction Branch

The core functions of the Weapons of Mass Destruction Branch are as follows:

(a) Providing substantive support for the role of the United Nations in the area of weapons of mass destruction in accordance with the agreed priorities of Member States;

(b) Preparing political assessments, research papers, compilations, background materials, briefs and statements for the Secretary-General on the subject of weapons of mass destruction;

(c) Monitoring and analysing developments and trends with regard to weapons of mass destruction in all their aspects and developing a database containing relevant information with a view to assisting States parties in their negotiations at the conferences and meetings of multilateral disarmament agreements;

(d) Providing substantive, administrative and secretariat support to preparatory committees, review conferences and special meetings on existing disarmament agreements pertaining to weapons of mass destruction and to meetings convened to negotiate legal instruments in that area;

(e) Providing political advice to and assisting the chairmen and bureaux of preparatory committees, review conferences and meetings on disarmament agreements pertaining to weapons of mass destruction in planning, organizing and conducting the work of the sessions;

(f) Preparing and providing the documentation needed, including background papers requested, for the various meetings on disarmament agreements pertaining to weapons of mass destruction;

(g) Following up on decisions of preparatory committees, review conferences and meetings on disarmament agreements pertaining to weapons of mass destruction;

(h) Planning and coordinating the programme of various meetings on disarmament agreements pertaining to weapons of mass destruction on an annual basis in cooperation with the Department of General Assembly Affairs and Conference Services;

(i) Carrying out the functions assigned to the Department deriving from the Secretary-General's role, other than as depositary, under conventions and agreements on weapons of mass destruction, including the provision of support for fact-finding missions;

(j) Supporting and promoting universal adherence to disarmament agreements on weapons of mass destruction;

(k) Providing substantive support and participating in meetings convened to promote additional legal instruments in the area of weapons of mass destruction;

(l) Maintaining close cooperation with disarmament agreement organizations such as the International Atomic Energy Agency, the Organization for the Prohibition of Chemical Weapons and the Preparatory Commission for the Comprehensive Nuclear Test-Ban Treaty Organization.

Section 9

Conventional Arms (including Practical Disarmament Measures) Branch

The core functions of the Conventional Arms (including Practical Disarmament Measures) Branch are as follows:

(a) Providing substantive support for the role of the United Nations in preventing the proliferation of conventional weapons, including small arms and light weapons;

(b) Developing appropriate policy-relevant research and information, including the setting up of an adequate database, on the various aspects of conventional weapons control and practical disarmament;

(c) Operating and maintaining the United Nations Register of Conventional Arms;

(d) Identifying emerging issues and challenges, analysing their implications for the role of the United Nations in the maintenance of international peace and security and making recommendations on possible strategies and measures in respect of conventional arms, including small arms and light weapons, and practical disarmament measures;

(e) Preparing political assessments, research papers, compilations, background materials, briefs and statements for the Secretary-General on the subject of conventional arms, including small arms and light weapons, and practical disarmament measures;

(f) Providing substantive and administrative support to expert groups that prepare studies mandated by the General Assembly in the area of conventional weapons, including small arms and light weapons;

(g) Monitoring trends in military expenditures and contributing to the strengthening of the standardized system for the annual reporting of such expenditures by Governments, and monitoring trends in issues relating to disarmament and development as well as to conversion;

(h) Providing assistance and substantive support to advisory missions, at the request of Member States, on issues relating to small arms and light weapons and on measures of practical disarmament;

(i) Serving as a focal point within the Department and the Secretariat for the implementation of mandates pertaining to the disarmament components of peace operations undertaken by or in conjunction with the United Nations.

Section 10

Monitoring, Database and Information Branch

The core functions of the Monitoring, Database and Information Branch are as follows:

(a) Monitoring developments and trends in the field of disarmament and disseminating to Member States and the international community objective information on disarmament and international security matters through publications and other outreach activities;

(b) Maintaining a database on anti-personnel landmines, particularly with regard to the implementation of compliance and verification within the framework of the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-personnel Mines and on Their Destruction;

(c) Undertaking research and policy planning in the field of disarmament and related security matters and advising the Under-Secretary-General on such matters;

(d) Preparing political assessments, research papers, compilations, background materials, briefs and statements for the Secretary-General;

(e) Providing substantive and administrative support to the Secretary-General's Advisory Board on Disarmament Matters;

(f) Coordinating with the United Nations Institute for Disarmament Research;

(g) Interacting with the diplomatic and academic communities, research institutes, specialized non-governmental organizations and the public through publications issued by the Department and through the Internet home page of the Department;

(h) Further developing, operating and maintaining the United Nations Disarmament Information System;

(i) Operating and maintaining a reference library of documentation and a collection of publications relating to disarmament and international security as well as of specialized literature on armaments and disarmament for use by permanent missions, delegations to the First Committee of the General Assembly and the United Nations Disarmament Commission, academic institutions, non-governmental organizations, the general public and staff of the Department;

(j) Preparing studies on the relevant articles of the Charter for the Repertory of Practice of United Nations Organs;

(k) Undertaking other outreach activities such as public speaking and electronic conferencing to disseminate objective information on disarmament matters.

Section 11

Regional Disarmament Branch

The core functions of the Regional Disarmament Branch are as follows:

(a) Providing substantive and other support as appropriate, including advisory services, for initiatives by States and regional as well as subregional mechanisms to promote disarmament measures and related security matters;

(b) Implementing practical disarmament measures at the regional and subregional levels;

(c) Establishing links with regional and subregional organizations and coordinating with them on initiatives in the area of disarmament and regional security;

(d) Providing substantive, administrative and secretariat support to the United Nations Standing Advisory Committee on Security Questions in Central Africa;

(e) Preparing political assessments, research papers, compilations, background materials, briefs and statements on regional disarmament issues for the Secretary-General;

(f) Overseeing and coordinating the activities and operations of the United Nations regional centres for peace and disarmament, including disarmament training programmes;

(g) Coordinating with regional divisions of the Department of Political Affairs on matters of mutual concern.

Section 12

Administrative Office

12.1 The Administrative Office is headed by an Administrative Officer who is accountable to the Under-Secretary-General.

12.2 The core functions of the Office are those of an Executive Office as set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5. In addition, the Office administers extrabudgetary trust funds of the Department.

Section 13

Final provision

The present bulletin shall enter into force on 1 June 1998.

(Signed) Kofi A. ANNAN
Secretary-General